**Government Instant Messaging System-Sandes**

**GIMS Division, National Informatics Centre**

|  |  |  |  |  |  |  |  |  |  |  |  |
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| **Organization/Department Onboarding Form** | | | | | | | | | | | |
| **1.** | **Organization Belongs to** | | | | | | ☐ Judiciary ☐ Central Govt. ☐ State Govt. | | | | |
| **2.** | **Judiciary/Ministry/State Name** | | | | | |  | | | | |
| **3.** | **Organization/Department Name** | | | | | |  | | | | |
| **4.** | **Organization/Department Type** | | | | | | ☐ Central Ministry ☐ Judiciary  ☐ Department under Central Ministry  ☐ Attached Office  ☐ Central Government Office  ☐ State Government  ☐ State Government Department  ☐Autonomous Body ☐ Semi-government office  ☐ Central Public Sector Unit ☐ Statutory/Apex Body  ☐ Section 8 Company ☐ Section 25 Company | | | | |
| **5.** | **Number of Employees(Approx.)** | | | | | |  | | | | |
| **6.** | **Select an option that describes your Organization/Department:** | | | | | | | | | | |
| ☐a | An organization under judiciary/ministry/State Government | | | | | | | | | |
| ☐b | Anorganization unit within a parent organization under the judiciary/ministry/State Government | | | | | | | | | |
| ☐c | Any other (Please specify below) | | | | | | | | | |
|  |  | | | | | | | | | |
| **7.** | **Parent Organization Name**  (if 6b is selected above) | | | | |  | | | | | |
| **8.** | **Does the organization/department have designations different from the parent organization/department?** | | | | | | | | | ☐ Yes ☐ No | |
| **9.** | **Competent Authority Details**(Head of the organization/department) | | | | | | | | | | |
| **Name** | |  | | | | | | | | |
| **Designation** | |  | | | | | | | | |
| **Email** | |  | | | | | **Mobile:** | | | |
| **Phone** | |  | | | | | **Pin:** | | | |
| **Address** | |  | | | | | | | | |
| **10.** | **Nodal Officer Details(Responsible for Employees On Boarding and Managing )\*** | | | | | | | | | | |
| **Name** | | | **Designation** | **Email** | | | | **Mobile** | | **Valid Upto(Date)** |
|  | | |  |  | | | |  | |  |
|  | | |  |  | | | |  | |  |
|  | | |  |  | | | |  | |  |

\* There can be more than one Nodal officer also.

**Note :**Attach list of designations of your Organisation/Department

(Sign and Seal of Head of the organization)

Please send the scanned copy of filled and signed by email. Also enclose the filled doc file.